



Welcome to Spangdahlem Air Base Off Base Housing Brief

Housing Management Office Operating Hours:

**M, W, TH, FR
TUESDAYS**

**0800-1600 Hrs
1000-1600 Hrs**

Questions About Housing:

**DSN 452-7133
Commercial 06565-61-7133**

Email: 52CES.CEHHousing@us.af.mil

Website: <http://www.housing.af.mil/spangdahlem/>



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Overview

- **Temporary Lodging Allowance (TLA) –Reimbursement**
- **House Hunting**
- **Getting a Lease Contract**
- **Utilities**
- **Smoke Detectors**
- **Entitlements**





TLA Reimbursement

- **ALL MEMBERS **MUST** report to Housing within **2** days after arrival.**
- **File claims in 10 day increments at Housing**
Always submit house hunting log after 1st claim
- **Members with dependents must first see an on base counselor.**
- **TLA policy is in accordance with JTR, Chapter 9, USAFE_USAFAF Inst 65-104 and AFI 32-6001.**



How to Find Economy Housing

- **Log on to <https://www.homes.mil>**
 - **Create your account**
 - **Start your search**

- **You can also check the web and go to (not sponsored by AF):**
 - <http://www.ahrn.com/>**
 - <http://spang.bookoo.com/>**
 - <http://eifeliving.com/>**

- **Check with your squadron (Who will PCS soon?)**

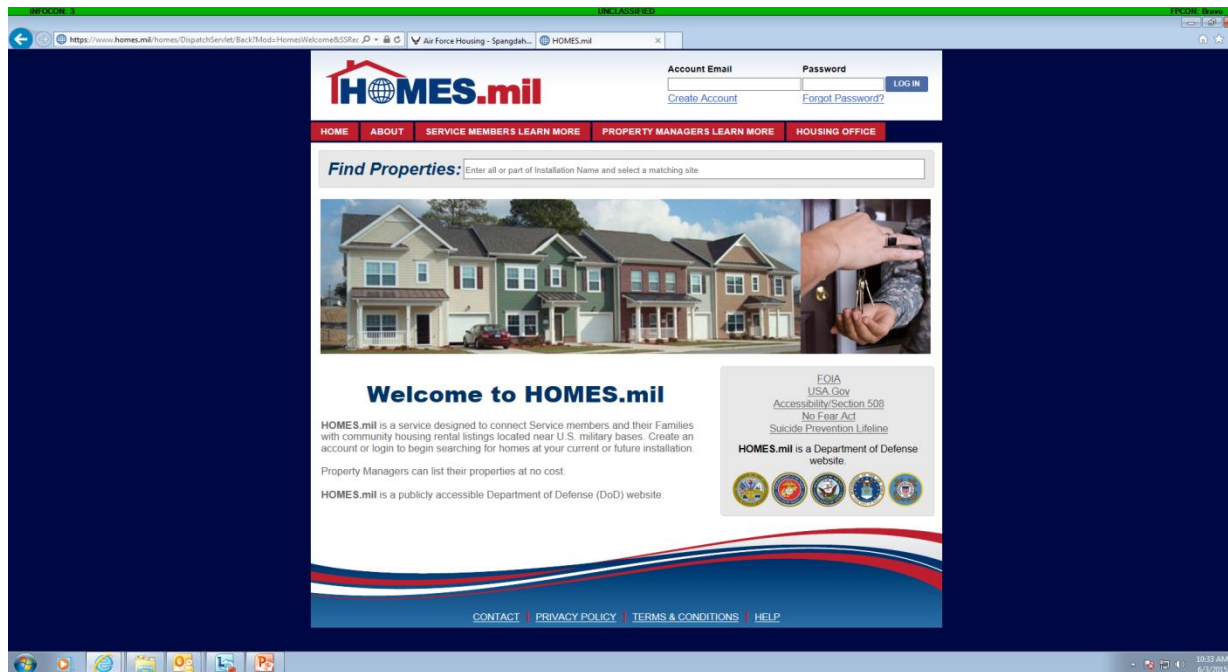
- **Terms & conditions of rental listings may not be negotiated between landlord and tenant.**

- **USAFE LEASES ONLY.**



Homes. Mil

- Use the Sort-Function to tailor listings to your needs!
- Call landlords for appointments!



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Lease Contracts

- **Lease Length:**
 - If 12 Months = requires a minimum residency of 1 year.
 - If Monthly = a minimum lease of only 30 days is required.
 - You must provide 30 Days Written Notice of Termination for Any Lease (Form Available at Housing Office)
- **Metered Utilities/Upon Monthly Consumption:** All utilities will be paid out of your utility allowance.
- **German Law** requires a separate bill for utilities when applicable.



RWE (Electricity Setup)

- **Electric heat can be expensive**
 - **Conserve!**
- **Form for Electricity Meter Reading:**
 - **Will be attached to your contract.**
- **Payments to RWE Co.:**
 - **IMPORTANT TO PAY ON TIME - you will not receive reminders.**
 - **Go to the UTAP office to sign up for the tax reduction in your electric bill.**
- **Your prepayment to RWE are based on an estimate**



ELECTRICITY METERS





Utility Metering

Under German Law

Heating costs are charged by consumption with the following exceptions:

- If the landlord and one tenant party live in a two-family house
- PASSIVHAUS (new houses that use less than 15 kWh/sq)
- Geo-thermo-heating or solar panel heating
- Houses built prior to July 1981 where heating system cannot be turned off or be reduced

The Law has been in effect since Oct 2009

- Housing implemented the full extent of the law 1 Aug 13 to all new off base lease contracts
- We have to comply with the law to avoid future issues for our personnel and families.

**For questions pls call housing @ 452-7133 or via e-mail,
52CES.CEHHousing@us.af.mil.**



Smoke Detector Installation Off-Base Housing

- **Landlords required to install smoke detectors in all off-base houses/apartments**
 - **Mandated in German Law by Jul 2012**
- **Detector installation is required in the following spaces:**
 - **All children's rooms**
 - **All bedrooms**
 - **All hallways leading to these rooms**
- **Off base residents please notify your landlord if your house/apartment does not conform with the law**
- **If landlords do not address this issue please contact the housing office with your address and discrepancy**
 - **@ 452-7133; via e-mail: 52CES.CEHHousing@us.af.mil**



Housing Referral Agents

- **Off-Base Agents Provide Assistance:**
 - Can assist on rental availability
 - Help you communicate with the landlord
 - Schedule appointments to view homes.
 - Each agent services a certain geographical area
 - If you require assistance, please make sure an agent is available prior to scheduling an appointment with a landlord.
 - Any other issues that you might have



Getting Your Lease Contract

- **USAFE lease is the only one authorized per AFI 32-6001 USAFESUP_SPANGDAHLEMAABSUP**
 - **USAFE lease has been approved by the Air Force and contains terms negotiated on your behalf by the Housing Referral Office.**
 - **With a USAFE lease, you will have a military clause, which allows you to break the lease when you PSC, at no expense to you. Also, with this type of lease, the landlord is responsible for paying for repairs and normal wear and tear in the unit.**
- **Do not make any “side deals” with the landlord, all cost should be identified in the rental contract**



Getting Your Lease Contract, (cont'd)

- **Promissory Note**
 - Signed by you and the landlord.
 - Only “good” for 4 work days
 - **52 FW/AT ECONOMY HOUSING SURVEY** Must be completed, signed and returned to **HOUSING OFFICE**
- **After returning the contract (signed by the landlord) we will prepare your OHA.**
- **Please note: DO NOT ACCEPT EARLY KEYS.**
 - If you take possession of the keys you are in a binding contract and liable according to the German Rental Law, even if you have not signed anything.



Additional Information

- **Telephone/DSL Installation:**
 - Major sources are TKS and German Telecom
- **Payment of Rent/Utilities/Bills:**
 - Community Bank or Service Credit Union can help you with standing payment orders (allotments).
- **Check OHA entitlements online:**
<https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html>



Additional Information (cont'd)

- **Temporary Facilities:**
 - **Temporary Facilities available for leasing and covered by OHA**
- **Renters Insurance:**
 - **Strongly recommended – Provides coverage for liability and personal belongings (theft, fire/water damage).**
- **Trash:**
 - **Recycling is mandatory in Germany.**
 - **Recycling guide and garbage pick-up schedule come with your contract.**
- **Furnishings Management (FMO):**
 - **Located in Bldg. 454, DSN: 452-6802**



Rent Payment

- **Rent**
 - **Due within the first three duty days in the beginning of each month.**
 - **Prorated depending on move in date**
- **Security Deposit**
 - **Can be paid in three monthly installments**
 - **Placed in interest bearing account by the landlord**
- **Need Money Up Front?**
 - **You can request an advance for 1st month's rent and/or security deposit (5 workdays prior to move-in earliest). Forms are available in the housing office.**
- **For any financial issues please contact Finance @ 452-6730.**



Overseas Housing Allowance (OHA) Rates

WITHOUT DEPENDENTS			
1-Nov-14			
RANK	RENT CAP	UTILITY	MIHA
	EURO	EURO	EURO
E-1, E-2, E-3, E-4	1098.00	543.75	421.00
E-5, O-1, O-2	1223.10		
E-6, E-7, E-8, O-1E, O-2E, O-3	1399.50		
E-9, O-3E, O-4	1629.00		
O-5	1795.50		
O-6	1854.00		

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OHA Rates (cont'd)

WITH DEPENDENTS			
1-Nov-14			
RANK	RENT CAP	UTILITY	MIHA
	EURO	EURO	EURO
E-1, E-2, E-3, E-4	1220.00	725.00	421.00
E-5, O-1, O-2	1359.00		
E-6, E-7, E-8, O-1E, O-2E, O-3	1555.00		
E-9, O-3E, O-4	1810.00		
O-5	1995.00		
O-6	2060.00		

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Off Base Housing Brief

Questions/Comments



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